

761—20.5(307) Limited solicitation of bids.

20.5(1) *Bidders lists.* The department shall use its current bidders lists (see subrule 20.4(1)) to the extent feasible and practicable. However, the solicitation will also be offered to any qualified bidder that has requested an opportunity to participate.

20.5(2) *Form of solicitation.* The documents soliciting bids shall be as detailed and complete as practicable for the time and resources available.

20.5(3) *Form of bid.* Bids shall be in writing when practicable. Written bids will prevail over oral bids in case of discrepancies, disputes or errors. Following is the order of preference:

1. Original, signed bid.
2. Electronic bid (facsimile, E-mail, Internet).
3. Oral bid (e.g., telephonic).

20.5(4) *Award.* The award shall be offered to that responsible bidder whose bid meets the requirements of the solicitation and is the most advantageous to the department. An Iowa bidder will be given preference over an out-of-state bidder when bids are equal in all respects and are tied in price.